

Date

Name

Address 1

Address 2

Dear Employee:

During the 2004 session, the General Assembly passed legislation that extends eligibility for the State Health Benefits Program to part-time classified employees. Beginning July 1, 2004, you will be eligible for state health benefits, including health coverage and flexible benefits.

Here is some important information about your eligibility and what you need to do if you want to enroll:

- An enrollment period will be held during June and July for you to apply for health coverage and Dependent Care Flexible Reimbursement Accounts (DFRA) only. There is a six-month waiting period after you are eligible for the state health benefits program before you can enroll in a Medical Flexible Reimbursement Account (MFRA). You will be able to enroll in the MFRA during the month of December for an effective date of Jan. 1, 2005.
- You may enroll in a health plan and add eligible dependents to your coverage. Once you enroll, you will pay the total premium for your health coverage based on the membership and coverage options you select (employee plus employer contribution). Your premium may either be deducted from your paycheck on a pre-tax basis or paid directly to your agency's payroll office. For more information, see your agency Benefits Administrator.
- Enclosed is an Enrollment Form for Active Employees, July 2004 premium sheet, Health Benefits At-A-Glance summary and a fact sheet on the enrollment.

You may submit an enrollment form immediately to (local agency contact) for health coverage and participation in a DFRA effective July 1. The chart on page 2 shows the effective date of your health coverage or DFRA based on when you submit an enrollment form.

<i>If An Enrollment Form is Received...</i>	<i>The Effective Date is...</i>
On or before July 1, 2004	July 1, 2004
Between July 2 and July 31, 2004	Aug. 1, 2004

All enrollment forms must be received no later than July 31. Your next chance to enroll in health benefits or the DFRA will be during the spring 2005 Open Enrollment period or sooner if you experience a qualifying mid-year event consistent with enrollment in these programs.

If you have questions, or need additional information on the State Health Benefits Program, visit the Department of Human Resource Management's Web site at www.dhrm.virginia.gov or see (local agency contact).

Sincerely,